



Town of Vinton Downtown Façade Grant Program Application Instructions

Please use this check off list to ensure that you have submitted all parts of the application:

- Application Form
- Written estimate from a contractor
- Photograph of entire building
- Drawings to illustrate scope of proposed project
- Written consent of property owner for proposed work (if applicable)

*** Return application to: Town of Vinton
 Planning Department
 311 S. Pollard St., Room 105
 Vinton, VA 24179

PROCEDURES

1. Contact the Town of Vinton Planning Department at (540) 983-0601 to request an application or download the application from the Town of Vinton web site at www.town.vinton.va.us
2. Talk to a member of the Planning staff about your project plans to make sure your plans match the grant program.
3. If you desire, consult an architect or designer to assist you with the project.

4. Obtain a written estimate from a licensed contractor for the work to be performed. A 10% contingency of the total cost of the project must be provided in the estimate. The grant program will not reimburse you for your own labor, but materials are reimbursable.
5. Return the completed application and a cost estimate of the proposed improvement to: Planning Department, 311 South Pollard Street, Room 105, Vinton, VA 24179
6. The Planning Department and/or Project Planner will review the application for submission to a review committee.
7. Potential applicants are encouraged to contact the Project Planner who is available to preview design concepts, ensure proposals meet regulations, and are consistent with the Design Guidelines.
8. Applicants will be notified in writing of the decision. Applications will be judged on how closely they follow the Design Guidelines.
Funding is available on a first come basis.
9. Your project must be approved before work begins.
10. All approved grants will be paid upon COMPLETION and APPROVAL of the improvement according to the description in the application.
11. A written explanation of the reasons for denial of an application will be supplied within 30 days from the date of the review decision.